

**Maryland Energy Administration**  
**Position Description**  
**Energy Efficiency Program Manager- July 2014**

Join the Maryland Energy Administration (MEA) as we transform energy in the State of Maryland. With the passage of EmPOWER Maryland and the creation of the Strategic Energy Investment Fund, you will have an unprecedented opportunity to work on the development and execution of new and existing energy programs. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

**Reports To:** Director and Assistant Director of Energy Programs

**Responsibilities:**

The Energy Efficiency Program Manager position works under the direction of the Director and Assistant Director of Energy Programs, and in concert with other MEA program managers and administrative staff, to develop and implement energy efficiency initiatives that primarily focus on commercial, institutional, and governmental entities across Maryland. MEA's energy programs are primarily funded through the Maryland Strategic Energy Investment Fund (SEIF) and may consist of technical assistance, loans, and/or grants designed to help achieve Maryland's energy goals.

- Assess the existing energy efficiency market for new opportunities that can be used to advance the State of Maryland's energy goals
- Design and implement new energy efficiency programs including, but not limited to, making incentive recommendations, developing program documentation, and overseeing the program implementation process
- Provide technical review of grant and/or loan proposals, evaluating technical and financial feasibility
- Manage implementation contractors helping MEA implement energy programs
- Manage program budgets and data collection using the *Salesforce* web application.
- Pursue external funding for energy efficiency programs from federal, state or private sources.
- Review energy efficiency legislation during the annual legislative session.
- Assist in the implementation of other energy programs as needed.

**Qualifications:** Candidates should have at least a bachelor's degree, and preferably a master's degree, in an energy- or engineering-related field as well as a minimum of two years of experience developing and implementing energy efficiency programs focused on commercial, institutional, industrial, and governmental entities. Preference will be given to individuals with experience working with utility-run energy efficiency programs as either a program implementer or as an installation contractor, as well as to those individuals who have previously managed federal or state grant programs, ideally energy-focused. Previous experience working with residential energy efficiency and/or renewable energy technologies will be looked at favorably, as will candidates with energy-related certifications (e.g. CEM). Strong writing, presentation, and analytical skills required.

**To Apply:** Please send a cover letter, resume, and salary requirements by email, with "Energy Efficiency Program Manager- July 2014" in the subject line to [Jobs.MEA@maryland.gov](mailto:Jobs.MEA@maryland.gov). Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position. All candidates invited to interview will be required to submit a writing sample and references.

**Salary:** This is a full time state employee position eligible for state benefits. Salary is commensurate with experience.